

79-0772

1 March 1979

DD/A Registry
File *Planning*

MEMORANDUM FOR: Don I. Wortman
Deputy Director for Administration

STAT FROM :
Word Processing Coordinator
Information Systems Analysis Staff

SUBJECT : Request Permission to Participate in Panel
on Word Processing, 13 March 1979 (U)

1. I have been invited by Mr. J. Kravitz, Office of Records Management, National Archives and Records Service (NARS), to participate in a panel on word processing which will take place on 13 March 1979 at the Federal Office Systems Exposition at the Sheraton Park Hotel. The formal invitation will be extended, through you, shortly. (U)

2. Mr. Glenn Flanagan, Management Analyst at NARS, will present a paper on the current position in the National Archives and Records Service. A copy of this paper would be provided a week prior to the presentation. Mr. Flanagan will then ask the panel members to tell how they have applied the NARS position in their agency and whether they have done anything differently. Each participant is to speak for seven to ten minutes. There will be a Question and Answer period at the end of the presentations. (U)

3. Permission to participate in this panel is requested. (U)

Attachment: Concurrences

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